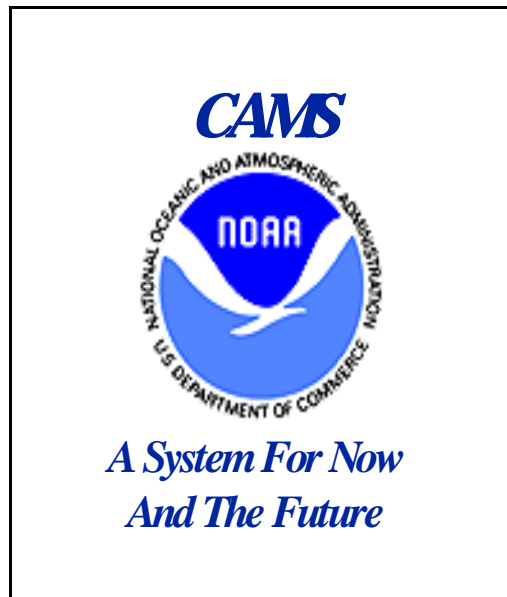


COMMERCE PURCHASE CARD SYSTEM

Training Manual



**NOAA Specific Commerce Purchase Card System
Training Program
for Approving Officials**

Commerce Purchase Card System

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Commerce Purchase Card System

I. Overview of CPCS

As Purchase Card usage increases and the purchase limits increase, National Oceanic and Atmospheric Administration (NOAA) is faced with a challenge to improve the method of processing purchase card purchases. To meet this challenge, the Commerce Purchase Card System (CPCS) has been developed. This system effectively reconciles and controls purchase card purchases and improves the recording of financial, procurement, and property information.

1.1 Benefits of the Commerce Purchase Card System (CPCS)

The benefits that come with the Commerce Purchase Card System include a more accurate and prompt recording of Bankcard financial transactions. Replacing labor-intensive manual processes with automated processes help support improved business practices. It accommodates real-time funds control and reporting with integration into CFS. It also has the ability to receive Bankcard transaction data, weekly, in order for NOAA to earn rebates. It has the ability to receive and incorporate electronic Bankcard statements, thus eliminating paper-based processing and reporting.

It provides a multi-user environment, by using the Internet, which allows multiple users to access data at the same time. It provides user-defined automated approval routing, alternate approval routing for Bankcard transactions, special approvals for such things as personal property and training, and electronic notification of approvals that are waiting. It also has the ability for cardholders to electronically match and certify purchases.

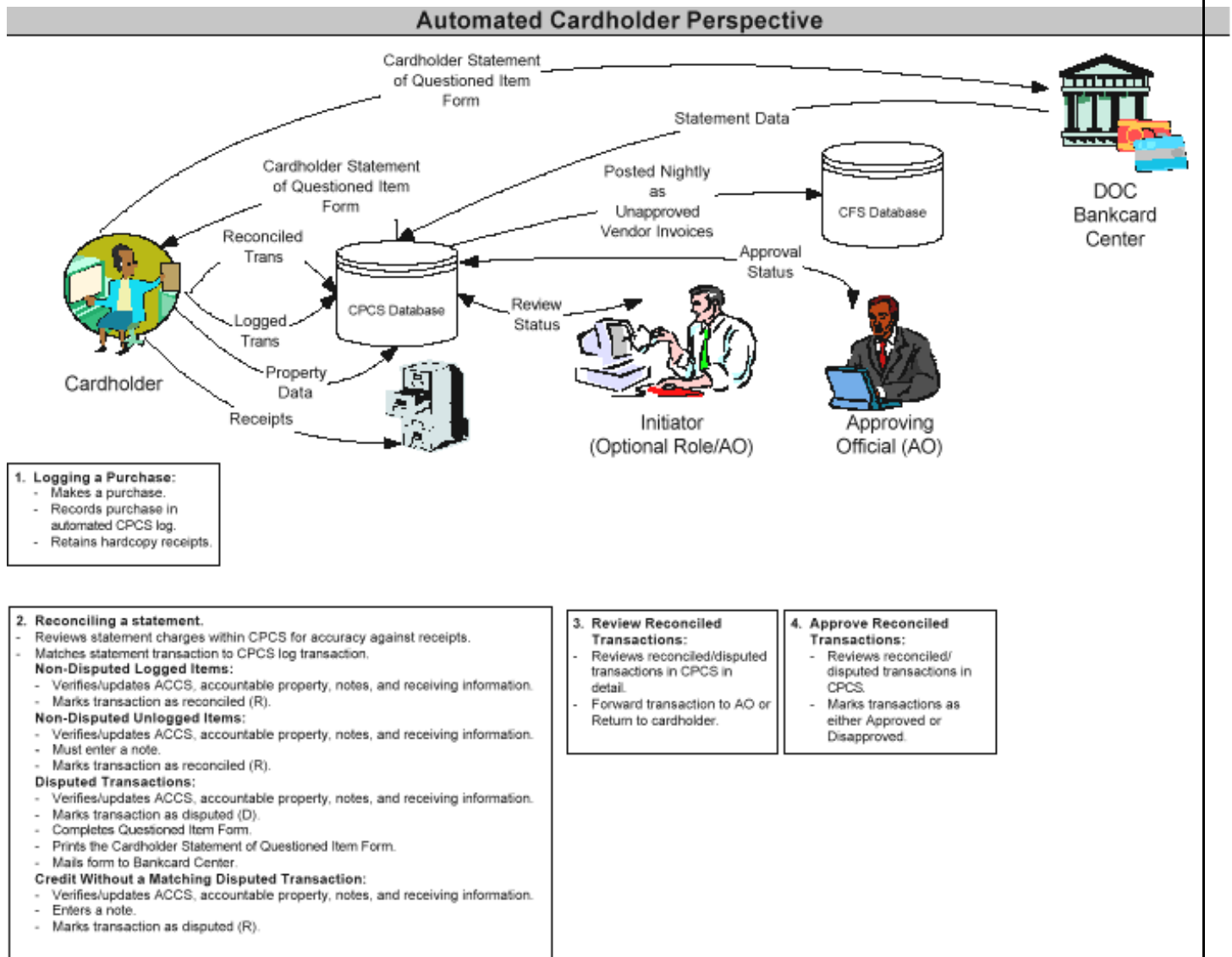
CPCS includes an automated process for resolution of improperly billed items. CPCS will provide the ability for Procurement, Property, Finance, and auditors to review Bankcard purchases to ensure that items purchased are authorized, orders are not split to bypass single purchase limits, and that prices are competitive. It provides the ability to statistically sample any, and all, Bankcard transactions/purchases and select a representative sample of Bankcard sales drafts and other receipt documents for post payment examination. The CPCS has the capability to distribute a transaction to multiple accounting classification codes. Also, adjustments, to the ACCS, can be made to transactions once they have been disbursed.

II.

Approving Official Process

2.1 Roles of the Approving Official:

- Nominates NOAA employees as Cardholders.
- Requests purchase limits for prospective Cardholders.
- Ensures that the Cardholders immediately report missing, lost and/or stolen purchase cards to the CBC and to the Operating Unit Security Office.
- Maintains accurate records regarding the Department of Commerce Purchase Card Program and updates account information as necessary.
- Reviews Cardholders' "Statements of Account" for authorized purchases.
- Reviews the print-out of Cardholders monthly, or as often as necessary, to identify accounts requiring maintenance.
- Ensures that accounts are properly closed, especially when Cardholders leave the Department. This includes accounts for cardholders who resign, retire or who are terminated and leave the Department before the billing cycle has ended. In addition, Approving Officials must coordinate finalizing these accounts with the servicing finance office.
- Reports any Purchase Card misuse to the appropriate Finance Official and to the CBC.
- Appoints an alternate Cardholder Approving Official to act in their absence. Notifies the Procurement Official about the alternate Approving Official, by memo, to ensure that proper authorization is given to initiate approvals and/or disapprovals.
- Keeps the originals of their "Master Accounts Summary Reports" and "Sub-account Detail Reports" in their files.
- Reviews reconciled/disputed transactions in CPCS.
- Marks transactions as either *approved* or *disapproved*.
- Signs *approved* statements and returns to Initiator/Administrative Personnel.
- Informs Initiator/Administrative Personnel of reason for rejection.



2.2

Automated Cardholder “To-Be” Process Model

The cardholder will place orders with the vendor(s). Once the orders are placed the cardholder will record the orders on a log sheet. The log sheet should have the date of the purchase, the organization and task codes, the object class, the description of the items purchased, the vendor, and the cost of the items. All receipts will then be attached to the order log sheet and filed by the cardholder until the bank statement is received from the bank.

When the statement arrives from the charge card provider the cardholder will review the statement for accuracy. The cardholder will then cross-check the log sheet with the bank statement and attach any and all receipts pertaining to that bank statement. Once the cardholder has reviewed the log with the bank statement, he/she will complete a separate sheet, a reconciliation sheet, to record the line item accounting data. This sheet will contain the purchase date, the vendor, the description of the item(s) charged, the amount, and the proper accounting information. The statements will then be sent to the Initiator/Administrative Personnel for review and then to the Approving Official(s) for signature. Any items that were on the original log sheet that were not on the bank statement should get transferred to a new log sheet to be reconciled against next month's statement.

If there were any disputes to the bank statement, the cardholder would note the disputes by recording the disputed item(s) on the log sheet. The cardholder would contact the vendor and explain the dispute. The vendor will usually credit the account and the credit will be reflected on the next bank statement. If the dispute is not resolved by contacting the vendor, the cardholder will need to complete a Cardholder Statement of Questioned Item form and send it to the Department of Commerce Bank Card Center, 1510 E. Bannister Road, Room PE122, Kansas City, MO 64131. Even if a purchased item(s) is in dispute, the cardholder is still responsible for providing the correct accounting information on the reconciliation sheet.

The Approving Officials would review the bank statement, log sheet, reconciliation sheet and the receipts, for accounting accuracy. Once reviewed, the Approving Officials would sign the bank statement and return the documents to the cardholder. The cardholder would copy the bank statement, log sheets, and receipts to be kept in the office. Copies will be kept at the office site for any future audits and for budgetary reasons. The original statement, logs and receipts are then mailed to the servicing ASC.

If the Approving Official has a question about a purchase, or rejects a purchase they would give the paper work back to the cardholder for justification.

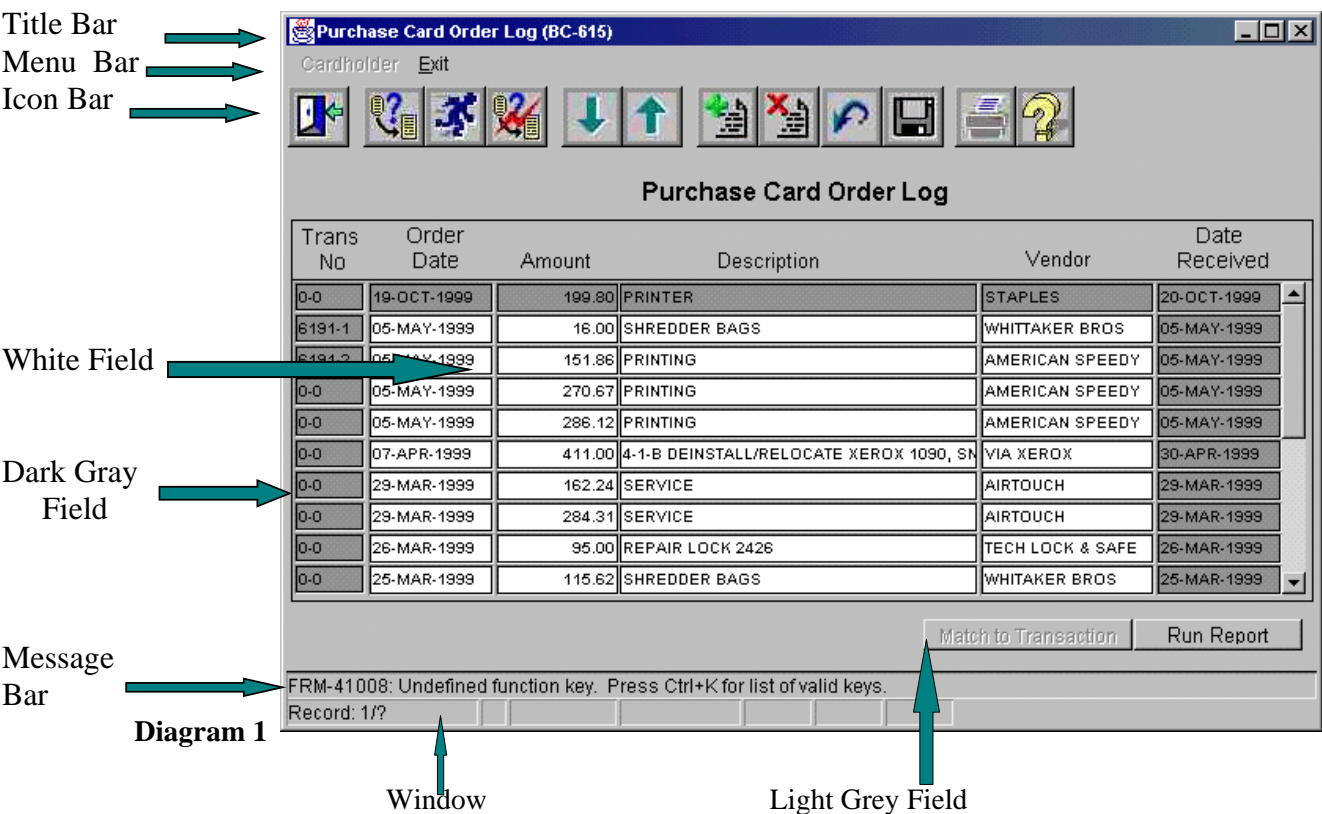
III. Conventions Used in the Commerce Purchase Card System

Before getting started, it is important to understand the conventions used in CPCS with regard to the window elements and layouts. This knowledge will help the user move freely and smoothly throughout the system.

The system is built on a graphical user interface (GUI) which provides full point-and-click capability. The GUI system provides ease of use. Instead of tabbing passed every field, GUI functionality allows the user to select certain fields.

CPCS incorporates a number of drop down menu bars to facilitate movement and the selection of documents:

- To display a drop down menu, click on the desired selection on the menu bar.
- When a document window is accessed, a new window is displayed. The name of the window appears at the top.
- Each window has a menu bar located at the top. The menu bar is a horizontal strip of icons and each icon has a graphic image and “hint” balloon (narrative description) that summarizes its functionality if that icon is available for use at that particular junction.



3.1

Common Window Elements

WINDOW – A “fill-in-the-blanks” arrangement that facilitates data insert, update, delete and/or query of the database.

PAGE – The portion of a window that is seen on the monitor at any one time. A window can consist of one or more pages.

TITLE BAR – The bar along the immediate top of the window. Three buttons displayed in the top right hand corner, allow the user to maximize, minimize, or close the active window.

MENU BAR - The bar along the top of the window, above the icon bar. The menu bar provides various drop down menus to use while moving throughout the program.

ICON BAR – The bar under the menu bar, which displays the icons currently available to the user. For more information regarding the tool bar and the icons, refer to icon listing shown on pages 11 and 12.

TABLE – A logical grouping of related records, e.g., transactions or orders. A table is arranged like a spreadsheet with each row corresponding to an individual record and each column corresponding to a particular field. (*See Field and Record*). Tables cannot be seen by users. They serve as a means to store information in the database.

RECORD – A single line item within a transaction.

CURSOR MOVEMENT – Cursor movement through a window is always left to right or top to bottom.

The example on page 9 shows a Window, Menu Bar, Tool Bar (Icons), and fields which all belong to a window:

FIELD – A column in a database table. A field is displayed as a highlighted area on the window that can either contain an existing value from the database or accept a new value. The fields vary in color and below is a general description.

White fields indicate mandatory fields. A user will not be able to send, approve, or activate data unless these fields are filled.

Light Grey (i.e. the same color as the window background) indicate fields that are not accessible by the user; most of these fields are self-populating.

Dark Grey fields indicate optional fields. Data may be entered, but it is not required.

WINDOW NAME/OPTION CODE – The name of the window will appear with the option code as

follows: Purchase Card Order Log (BC-615). The option code in the upper left hand corner of the window is alphanumeric.

CHECK-BOX – A box allows the user to select a specific option by “checking it”, or to view that an option has been chosen. This is normally indicated by either an “x” or a “✓”.

PUSH BUTTONS – The buttons available within a window, usually located at the bottom of the screen. In order to access a button, a user must click on it. If a button is shaded, it is not active for the current window. Some examples buttons are: OK, Run Report, Note, ACCS, Cancel, Prev, and Forward.

SYSTEM MESSAGE – System messages appear in the lower left hand corner of the window in the message bar. It will display what action the computer is taking (i.e., working, printing, querying), as well as what may be available in a certain window or field. Some of the messages include: “Working...”; “Field is protected against updates”; “Enter the ...”; “(A List is Available)”; and “Unable to perform query”. The system message will always include a count of how many records were received. In a query, this will be displayed directly below the current system message as shown in diagram 1. For more information regarding this, refer to the description of COUNT below.

COUNT – Count always appears in the lower left hand corner of the window and indicates the number of complete records displayed on the window.

DATE FIELDS – All date fields use the default format of ‘DD-MON-YYYY’, e.g., ‘12-JUN-1999’.

SCROLL BAR - The bar which allows movement between records. Clicking on the down or up arrows allows the user to scroll through records.

POP-UPS – Pop-up windows are used to include additional information within a record. A pop-up window can be an entire window or a small window depending upon the information recorded/displayed.

LIST OF VALUES - A pop-up table that contains a List of Values for the selected field. It is often denoted as LOV.

Operator Functions








Operator functions are the specific actions that can be performed within CPCS. The operator functions are available as icons located on a toolbar directly below the menu bar. The toolbar on the window document is a horizontal strip of icons located at the top of the window.





Each icon is a small graphic image that represents an application (functionality), command, or tool. A “hint balloon” is associated with each icon. The "hint balloon" displays the functionality of the icon. The icon's "hint balloon" is displayed by positioning the cursor on an icon and pausing.

The following is an example of a "hint balloon" for the **Save** icon:



The following is a table illustrating the icons and their functions.

ICON	NAME	DESCRIPTION
	EXIT	This icon is available throughout CPCS and allows the user to leave the current window, document and application. Use of the Exit icon in these situations may not commit or save recently entered data.
	ENTER QUERY	This icon clears any existing records or data from the window and prompts the user for query information.
	EXECUTE QUERY	Once query information is entered, clicking this button will execute the query. The system will return all records that match the query criteria. Use the Up and Down Arrows in the tool bar or the up and down arrows on the keyboard to scroll through the records returned by the query. If this button is entered without entering any query data, all records will be retrieved.
	CANCEL QUERY	This button cancels query mode and returns the system to edit mode.
	DOWN ARROW	This button allows the user to scroll (down) through a list of records. This button is disabled once the last record is reached.
	UP ARROW	This button allows the user to scroll (up) through a list of records. This button will become disabled once the first record is reached.
	CREATE RECORD	This button allows the user to create a new record. Generally, clicking this button will create a blank record and place the cursor in the first enterable field

ICON	NAME	DESCRIPTION
	DELETE RECORD	In a limited number of instances, this button can be used to delete a record or a line item.
	SAVE	The Save button can be used in many circumstances to save (commit) complete or partial records to the database.
	PRINT	<p>The Print button is designed to print a report related to the data appearing on the current active window.</p> <p>Note: In some instances, selecting the print icon does not automatically print the report.</p>
	HELP	This button provides on-line documentation for each field. To access the information for a particular field, place the cursor in that field and click the Help button. The Help information is designed to facilitate accurate data entry in each field.

The following is a list of keys and mouse functions to navigate throughout CPCS.

Navigation Capabilities

The GUI make-up of this system minimizes the number of keys and keystrokes. It allows for increased use of the mouse as well as the ability to use window buttons, icons, and menu options.

Tab – Allows movement from field to field.

Enter –Allows movement from field to field and accept a value or term entered into a field.

Mouse Functions





The mouse allows a user to highlight, select, scroll, and access lists and pop-up windows. It also allows movement around the menu bar, selecting different windows, options and exit. There are two types of clicks associated with the mouse. Both types are listed below.

Click – A single click of the left mouse button allows a user to select a toolbar icon on the menu option within the drop down menu. A single click will also allow access to buttons in the window, as well as, accept system responses such as “OK” and “Cancel”.

Double-click – A double-click of the left mouse button allows a user to access a list in a field or display a more detailed functional window for the record selected..

Query Procedures

There are several ways to execute on-line queries in CPCS:

Step	Action
General Query 	<p>I. Click on the Execute Query icon. The system will respond: 'Working....' The result of the query will then appear.</p> <p>II. Note: Executing a general query will retrieve all records from the database for the particular window.</p>
Specific Query  	<ul style="list-style-type: none"> Click the Enter Query icon. The system will respond: 'Enter a query. Press F8 to execute, Ctrl+q to cancel.' Type a value for any valid field(s). Click on the Execute Query icon. The system will respond: 'Working....' The result of the query will then appear. Use the Scroll Bar to list the results of the query
Cancel Query 	<ul style="list-style-type: none"> Click on the Cancel Query icon at anytime to cancel the query.

Note: Queries are case sensitive. Most queries should be in Upper Case. A few exceptions do exist in the system where lower case is available.

3.2

Getting Started

There are two ways to access the CPCS application. One is via the web and the other is client server. Listed below are procedures for both Web login and client server login, follow the procedures which apply to you. Most users will access CPCS using the web. If unsure as to which login method applies to you, contact the Functional Expert at your servicing ASC Finance Office or if you are in the Washington, DC Metro Area, contact the CAMS Help Desk.

CAMS Web Login (Preferred Access Approach)

STEP	ACTION
1.	Select the following: Double click on the < NETSCAPE COMMUNICATOR > type in http:// noaabc1.rdc.noaa.gov:2000/ in the LOCATION field for the CAMS Production Instance. The CAMS Warning page appears.
2.	Click on the < Enter CAMS > button. The CAMS Web Page appears.
	Double click on the < CPCS > button.
3.	Type in the user name in the USER NAME field.
4.	Type in the password in the PASSWORD field. Click the “ OK ” button. The Commerce Purchase Card System main window appears.

CAMS Client Server Login (Alternate Access Approach)

STEP	ACTION
1.	Double click on the < CAMS > icon on your Main Menu window (if you don't have a < CAMS > icon, you need to get one installed.) The Commerce Administrative Management System Warning window appears.
2.	Click on < ENTER CAMS > button. The CAMS production instance window appears.
3.	Type in the CAMS production user name in the USER NAME field.
4.	Type in the CAMS production password in the PASSWORD field.
5.	Click on the < Bankcard (CPCS) > button. The Commerce Purchase Card System main window appears.

IV.

Viewing Transactions

4.1 Introduction

This procedure describes how to query for a transaction or a group of transactions.

4.2 Who Uses the Procedure

Users are Approving Officials

4.3 Windows used in Viewing a Transaction

The windows used in this procedure are:

- View Cardholder Transaction* (BC-604)
- Query_Criteria* (BC-604)
- Review Notes* (BC-623)
- Window_704 Report Screen*
- Property* (BC-626)
- ACCS* (BC-606)

'View Cardholder Transactions' Window

View Cardholder Transactions (BC-604)

Procurement Finance Property Cardholder Reports Approving Official System Admin. NOAA.Finance Exit

View Cardholder Transactions

Note	Trans Num	Cardholder	Date Purchased	Date Received	Vendor	Amount	SIC Code	Agree?	Matched Disp No
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

Run Report Note View Dispute ACCS Property

FRM-40735: WHEN-NEW-FORM-INSTANCE trigger raised unhandled exception VALUE_ERROR.
Record: 1/1

Start Corel WordPerfect - [M:\C... Commerce Web Applicatio... View Cardholder Tran... 2:53 PM

4.4

View Transactions Process

STEP	ACTION										
1.	Click on Approving Official from the Main Menu. A drop-down box appears. Click on View Transactions . The 'Define Query Criteria (BC 604)' window appears. If no criteria is entered and the "OK" button is clicked, the system will display all of the Cardholder's transactions.										
2.	<p>Select one or more of the following fields to query on:</p> <table> <tr> <td>* <i>TRANSACTION #</i></td><td>* <i>AMOUNT</i></td></tr> <tr> <td>* <i>CARDHOLDER (NAME)</i></td><td>* <i>SIC CODE</i></td></tr> <tr> <td>* <i>DATE PURCHASED</i></td><td>* <i>AGREE? (BOX)</i></td></tr> <tr> <td>* <i>DATE RECEIVED</i></td><td>* <i>ATTACHMENTS (BOX)</i></td></tr> <tr> <td>* <i>VENDOR</i></td><td></td></tr> </table>	* <i>TRANSACTION #</i>	* <i>AMOUNT</i>	* <i>CARDHOLDER (NAME)</i>	* <i>SIC CODE</i>	* <i>DATE PURCHASED</i>	* <i>AGREE? (BOX)</i>	* <i>DATE RECEIVED</i>	* <i>ATTACHMENTS (BOX)</i>	* <i>VENDOR</i>	
* <i>TRANSACTION #</i>	* <i>AMOUNT</i>										
* <i>CARDHOLDER (NAME)</i>	* <i>SIC CODE</i>										
* <i>DATE PURCHASED</i>	* <i>AGREE? (BOX)</i>										
* <i>DATE RECEIVED</i>	* <i>ATTACHMENTS (BOX)</i>										
* <i>VENDOR</i>											
3.	<p>Query the <i>TRANSACTION #</i> range field by clicking on the first <i>FROM</i> box and typing the Statement Number, then clicking on the second <i>FROM</i> box and typing in the Item Number. Next click on the first <i>TO</i> box and type the Statement Number, then click on the second <i>TO</i> box and type in the Item Number, e.g., <i>FROM</i> 997-1 <i>TO</i> 997-5.</p> <p>NOTE: The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.</p>										
4.	<p>Query the <i>CARDHOLDER FROM</i> field by entering the cardholder's name, e.g., %SMITH when searching for BLACKSMITH.</p> <p>NOTE: Wildcards, “%” and “_”, can be used. The “%” wildcard placed before the entered value, e.g., %<u>t</u>ap<u>l</u>es, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %<u>t</u>ap<u>l</u>es can result in both <u>S</u>t<u>a</u>p<u>l</u>es and <u>P</u>o<u>t</u>ap<u>l</u>es being displayed. The “%” wildcard can also be used after the entered value. An underscore, “_” matches exactly one character; e.g., searching on t<u>_</u>p can result in <u>t</u>o<u>p</u> and <u>t</u>a<u>p</u> being displayed.</p>										

STEP	ACTION
4.	<p>Step 4 continued</p> <p>NOTE: The <i>CARDHOLDER FROM</i> field is used only by Approvers, Procurement staff, and others who have the authority to view transactions created by many Cardholders. In such cases, the alphabetically lower name should be entered in the <i>CARDHOLDER FROM</i> field and the alphabetically higher name in the <i>CARDHOLDER TO</i> field.</p>
5.	Query the <i>DATE PURCHASED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM: 03-JAN-2000 TO: 03-FEB-2000</i> .
6.	Query the <i>DATE RECEIVED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM: 03-FEB-2000 TO: 03-MAR-2000</i> .
7.	<p>Query the <i>VENDOR</i> field by entering the vendor's name.</p> <p>NOTE: Wildcards can be used in this field, too.</p>
8.	Query the <i>AMOUNT</i> field by clicking on the <i>FROM</i> box and typing in the lowest amount in the query range. Next click on the <i>TO</i> box and type the highest amount in the query range, e.g., <i>FROM: \$35.00 TO: \$200.00</i> .
9.	Query the <i>SIC</i> field by clicking on the <i>FROM</i> box and typing in the lowest SIC number in the query range. Next click on the <i>TO</i> box and type the highest SIC number in the query range.
10.	Query the <i>AGREE?</i> field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed and Swept.
11.	Query the <i>ATTACHMENTS</i> field and select one or both transaction type(s); e.g., Notes and Property.
12.	Click on the "OK" button to view the transactions which satisfy the criteria. The 'View Cardholder Transaction (BC-604)' window appears with the selected transactions. This is a read-only window.

STEP	ACTION
13.	<p>Click on the transaction to be viewed and then click on the appropriate button to view different aspects of the Cardholder transaction.</p> <ul style="list-style-type: none"> Click on the “Run Report” button to run reports. The "Run Report" (BC-704) window appears. Click on the “Notes” button to add a note. The ‘Review All Notes (BC-623)’ window appears. Click on the “View Disputes” button to view the reasons for the dispute. The ‘Questioned Items (BC-605)’ window appears. Click on the “ACCS” button to view ACCS information. The ‘ACCS (BC-606)’ window appears. Click on the “Property” button to view accountable property information. The ‘Accountable Property (BC-626)’ window appears.
14.	Click on the <Exit> icon to return to the Main Menu.

V.

Viewing Disputes

5.1 Introduction

This procedure is used for Viewing Disputed Transactions, Notes, Questioned Item Forms, ACCS and Property information.

5.2 Who uses the Procedure

Users are Approving Officials.

5.3 Windows used in Viewing Disputes

The windows used in this procedure are:

- Disputed Transactions (BC-608)
- Review all Notes (BC-623)
- Run Report
- View Dispute (BC-605)
- ACCS (BC-606)
- Accountable Property (BC-626)

'Disputed Transactions' Screen

Disputed Transactions (BC-608)

Approving Official Exit

Disputed Transactions

Note	Cardholder	Trans. No.	Credit Trans. No.	Vendor	Purchase Date	SIC Code	Amount
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Run Report Note View Dispute ACCS Property Match Dispute to Credit

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

5.4

Viewing Disputes Process

STEP	ACTION
1.	Click on Approving Official from the Main Menu. A drop-down box appears. Click on View Disputes . The ' <i>Disputed Transaction (BC-608)</i> ' window appears.
2.	Click on the transaction to be viewed.
3.	<p>Click on the appropriate button to view different aspects of a disputed transaction.</p> <ul style="list-style-type: none">• Click on the "Run Report" button to run reports. See Procedure, "Printing and/or Running Reports."• Click on the "Notes" button to add a note. The '<i>Review All Notes (BC-623)</i>' window appears. See Procedure "Adding and Reviewing Notes."• Click on the "View Disputes" button to view the reasons for the dispute. The '<i>Questioned Items (BC-605)</i>' window appears.• Click on the "ACCS" button to view ACCS information. The '<i>ACCS (BC-606)</i>' window appears.• Click on the "Property" button to view accountable property information. The '<i>Accountable Property (BC-626)</i>' window appears.
4.	Click on the <EXIT> icon to return to the Main Menu.

VI. Tracking Cardholder Transactions

- 6.1 Introduction** This procedure is used to track transactions through the approval process.
- 6.2 Who Uses the Procedure** Users are Approving Officials.
- 6.3 Windows Used in Tracking Cardholder Transactions** Windows used in this procedure are:
- *Track Cardholder Transactions (BC-628)*
- *Query_Criteria (BC-628)*
- *Notes (BC-623)*
- *ACCS (BC-606)*
- *Accountable Property (BC-626)*
- *CPCS Tracking*

'Define Query Criteria' Window

QUERY_CRITERIA (BC628)

Approving Official Exit

Define Query Criteria

Transaction # From [] - [] To [] - []

Cardholder From [] To []

Date Purchased From [] To []

Date Received From [] To []

Vendor []

Amount From [] To []

SIC Code From [] To []

Agree?

☐ Not Reconciled

☐ Reconciled

☐ Disputed

☐ Swept

☐ Swept - Year End

Attachments

☐ Notes

☐ Property Info

Clear OK Cancel

6.4 Tracking Cardholder Transaction Process

STEP	ACTION										
1.	Click on Approving Official from the Main Menu. A drop-down box appears. Click on Track Cardholder Transactions . The ‘Define Query Criteria (BC-628)’ window appears. If no criteria are entered and the “OK” button is clicked, the system will display all of the Cardholder’s transactions.										
2.	<p>Select one or more of the following fields to query on:</p> <table border="0"> <tr> <td>* <i>TRANSACTION #</i></td><td>* <i>AMOUNT</i></td></tr> <tr> <td>* <i>CARDHOLDER (NAME)</i></td><td>* <i>SIC CODE</i></td></tr> <tr> <td>* <i>DATE PURCHASED</i></td><td>* <i>AGREE? (BOX)</i></td></tr> <tr> <td>* <i>DATE RECEIVED</i></td><td>* <i>ATTACHMENTS (BOX)</i></td></tr> <tr> <td>* <i>VENDOR</i></td><td></td></tr> </table>	* <i>TRANSACTION #</i>	* <i>AMOUNT</i>	* <i>CARDHOLDER (NAME)</i>	* <i>SIC CODE</i>	* <i>DATE PURCHASED</i>	* <i>AGREE? (BOX)</i>	* <i>DATE RECEIVED</i>	* <i>ATTACHMENTS (BOX)</i>	* <i>VENDOR</i>	
* <i>TRANSACTION #</i>	* <i>AMOUNT</i>										
* <i>CARDHOLDER (NAME)</i>	* <i>SIC CODE</i>										
* <i>DATE PURCHASED</i>	* <i>AGREE? (BOX)</i>										
* <i>DATE RECEIVED</i>	* <i>ATTACHMENTS (BOX)</i>										
* <i>VENDOR</i>											
3.	<p>Query the <i>TRANSACTION #</i> range field by clicking on the first <i>FROM</i> box and typing the Statement Number, then clicking on the second <i>FROM</i> box and typing in the Item Number. Next click on the first <i>TO</i> box and type the Statement Number, then click on the second <i>TO</i> box and type in the Item Number, e.g., <i>FROM 997-1 TO 997-5</i>.</p> <p>NOTE: The Transaction Number includes the Statement Number plus the Item Number. The lower Transaction Number must be entered first.</p>										
4.	<p>Query the <i>CARDHOLDER FROM</i> field by entering the cardholder’s name, e.g., %SMITH when searching for BLACKSMITH.</p> <p>NOTE: Wildcards, “%” and “_”, can be used. The “%” wildcard placed before the entered value, e.g., %<u>t</u>ap<u>l</u>es, indicates that the search should include any values before the entered value plus the entered value, e.g., searching on %tap<u>l</u>es can result in both <u>S</u>tap<u>l</u>es and Pot<u>a</u>tap<u>l</u>es being displayed. The “%” wildcard can also be used after the entered value. An underscore, “_” matches exactly one character; e.g., searching on t<u>p</u> can result in t<u>o</u>p and t<u>a</u>p being displayed.</p>										

STEP	ACTION
4.	<p>Step 4 continued</p> <p>NOTE: The <i>CARDHOLDER FROM</i> field is used only by Approvers, Procurement staff, and others who have the authority to view transactions created by many cardholders. In such cases, the alphabetically lower name should be entered in the <i>CARDHOLDER FROM</i> field and the alphabetically higher name in the <i>CARDHOLDER TO</i> field.</p>
5.	Query the <i>DATE PURCHASED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM: 03-JAN-2000 TO: 03-FEB-2000</i> .
6.	Query the <i>DATE RECEIVED</i> range field by clicking on the <i>FROM</i> box and typing in the earliest date in the query range. Next click on the <i>TO</i> box and type the latest date in the query range, e.g., <i>FROM: 03-FEB-2000 TO: 03-MAR-2000</i> .
7.	<p>Query the <i>VENDOR</i> field by entering the vendor's name.</p> <p>NOTE: Wildcards can be used in this field, too.</p>
8.	Query the <i>AMOUNT</i> field by clicking on the <i>FROM</i> box and typing in the lowest amount in the query range. Next click on the <i>TO</i> box and type the highest amount in the query range, e.g., <i>FROM: \$35.00 TO: \$200.00</i> .
9.	Query the <i>SIC</i> field by clicking on the <i>FROM</i> box and typing in the lowest SIC number in the query range. Next click on the <i>TO</i> box and type the highest SIC number in the query range.
10.	Query the <i>AGREE?</i> field and select one or more transaction types, e.g., Not Reconciled, Reconciled, Disputed and Swept.
11.	Query the <i>ATTACHMENTS</i> field and select one or both transaction type(s), e.g., Notes and Property.
12.	Click on the "OK" button to view the transactions which satisfy the criteria. The 'Track Cardholder Transaction (BC-628)' window appears with the selected transactions.
13.	Click on the <Exit> icon to return to the Main Menu.

VII. Creating a New Cardholder

7.1 Introduction

This procedure gives the Approving Officials the ability to issue new Cardholders. Cardholder names are read by CPCS from CFS. Therefore, employees not listed in CFS files can not be given cardholder accounts. Requests are made to Procurement, in writing, by the Approving Official.

7.2 Who Uses the Procedure

Commerce Bankcard Center will perform this procedure.

7.3 Windows Used in Creating a New Cardholder

The window used in this procedure is:
-Cardholder Setup (BC-600)

'Cardholder Setup' Window

CARDHOLDER SETUP (BC600)

Approving Official Exit

I.M.P.A.C. Cardholder Account

AO Account Name (First, Middle, Last): OPS\$TRAU D OPS\$TRAUKHAR Dept/Agency Office Name: NATIONAL OCEANIC AND ATMOS Cardholder Name (First, Middle, Last): Address: View Address

Card Number: Payment Office Code: Merchant Activity Code: Emboss Destination: Mother's Maiden Name: Single Purch Lmt: 30-Day Lmt:

User Field 1: User Field 2: Levels 1 2 3 4

Check all that Apply: ☐ Reissue Card ☐ Card Suppression

Card Status: Status: Effective Date:

Master Accounting Code: Fiscal Year:

ACCS Type: Start Date: End Date: Send for Approval

Enter first name or partial first name and hit tab to query a list of values, or use mouse to continue with middle and last

Record: 1/1 List of Values

7.4

Create New Cardholder Process

STEP	ACTION
1.	The Approving Official for the new Cardholder sends e-mail message to the Procurement Official in which they request issuance of a bankcard.
2.	The Procurement Official completes the government Purchase Card Set-up Form (Citibank form) and forwards the form to CBC.
3.	The Commerce Bankcard Center Official clicks on Create New Cardholder from the Main Menu. The ' <i>Cardholder Set-up (BC-600)</i> ' window opens.
4.	Double click in the <i>Approving Official Name</i> field to display a list of valid Approving Officials. The window displays Approving Official names and Dept/Agency Office name. Select the Approving Official.
5.	Double click in the <i>Cardholder Name</i> field to display a list of valid Cardholders. Select the Cardholder name from the list. The window displays the Cardholder's information.
6.	CPCS assigns a temporary Cardholder number which will start with "009."
7.	CPCS displays values for organizational Levels 1-4 as follows: Level 1 = 01300, the code for DOC Level 2 = The Agency code Level 3 = Value is based on the Finance Office the Cardholder belongs to Level 4 = The Approving Official's number
8.	Click on "View Address" button to check Cardholder address. Note: Ask the Administrative Office to correct address IF it is wrong. Addresses are found in CFS tables, not in CPCS tables.
9.	Enter "000" for Merchant Activity Code.
10.	Double click on Single Purchase Limit field to display a list of values for a Single Purchase Limit. Note: The number must be a multiple of \$50.00, but less than \$100,000.00. If a limit is not specified, select the limit of \$2,500.00. However, the Single Purchase Limit presently, at most, is \$5,000.00.

STEP	ACTION																		
11.	<p>Enter a 30 Day Limit of \$5,000.00 if no other limit is specified in the e-mail message from the Approving Official.</p> <p>Note: This number must be a multiple of \$100.00, but less than \$999,900.00 and can not be less than the Single Purchase Limit. However, the 30 Day Limit presently, at most, is \$10,000.00 unless the Cardholder has a certificate of completion from the class in <u>Simplified Acquisition Procedure</u>. With such a certificate, the 30 Day Limit may be increased to \$25,000.00.</p>																		
12.	<p>Enter any alphanumeric value into the free format User Field.</p> <p>Note: This is an optional field. The bank will print this value on the bankcard below the card number.</p>																		
13.	<p>Click in the "Check all that apply" field and select Card Suppression.</p> <p>Note: Use this field only to prevent the Cardholder from receiving the card. Otherwise, disregard the field altogether when adding a Cardholder.</p>																		
14.	<p>CPCS sets the Card Status =ACTIVE. Enters Effective Date as today's date.</p> <table><tr><td>FYI:</td><td><u>Status</u></td><td><u>Valid Date</u></td></tr><tr><td></td><td>Active</td><td>Not before current date</td></tr><tr><td></td><td>Lost</td><td>Not after current date</td></tr><tr><td></td><td>Stolen</td><td>Not after current date</td></tr><tr><td></td><td>Suspended</td><td>Not before current date</td></tr><tr><td></td><td>Canceled</td><td>Not before current date</td></tr></table>	FYI:	<u>Status</u>	<u>Valid Date</u>		Active	Not before current date		Lost	Not after current date		Stolen	Not after current date		Suspended	Not before current date		Canceled	Not before current date
FYI:	<u>Status</u>	<u>Valid Date</u>																	
	Active	Not before current date																	
	Lost	Not after current date																	
	Stolen	Not after current date																	
	Suspended	Not before current date																	
	Canceled	Not before current date																	
15.	<p>Enter the Fiscal Year and the ACCS screen appears.</p> <p>Note: This is the fiscal year in which the Cardholder receives the card.</p>																		
16.	<p>IF Project Code is incorrect, the Procurement Official should contact the Cardholder.</p>																		
17.	<p>Click on the Object Class field of the ACCS code and enter Object Class 26 19 00 00 (Office Supplies).</p>																		
18.	<p>Click the "Previous" button to save changes and return to '<i>Cardholder Set-up</i>' screen after modifying the ACCS code screen.</p> <p>Note: The Cardholder can change or add an additional ACCS code when they get access to the system.</p>																		

STEP	ACTION
19.	<p>Select the ACCS type for each ACCS Code. Enter "D" for default, to make only one (1) ACCS code the default value.</p> <p>Note: The Cardholder can use more than one ACCS code, but only one can be the active, default code. Other valid values for this field include: B1, B2, or B3. Cardholders may enter any 2 alphanumeric characters except for "C" and "ZZ."</p>
20.	Enter the Start Date for each ACCS code. This is the date the Cardholder was made active.
21.	Enter the last day of the current fiscal year in End Date field.
22.	Click on the "Send for Approval Button."
23.	A message will be displayed: Sent to Procurement for approval. Click the "OK" button.
24.	The Main Menu appears.

VIII.

Modify the Cardholder Information

8.1 Introduction

This procedure gives the Approving Officials the ability to make changes to the Cardholder account. In most cases, the Approving Officials just opens the bankcard system and then overwrites any field to change its current value.

8.2 Who Uses the Procedure

Approving Officials will perform this procedure.

8.3 Window Used in Modifying Cardholder

The window used in this procedure is:
-Cardholder Setup (BC -601)

'Cardholder Listing' Window

CARDHOLDER LISTING (BC601)

Procurement Finance Property Cardholder Reports Approving Official System Admin. NOAA Finance Exit

Modify Cardholder

Cardholder	Account Number	AO Number	Single Purchase	30 Day Limit	Status

Run Cardholder Report

FRM-40735: WHEN-NEW-FORM-INSTANCE trigger raised unhandled exception VALUE_ERROR.
Record: 1/1

STEP	ACTION
1.	Click on Approving Official from the Main Menu. A drop down box appears. Click on Modify Cardholder . The ' <i>Cardholder Listing (BC-601)</i> ' screen appears.
2.	Select the desired Cardholder and double click on the name. The ' <i>Cardholder Setup (BC-600)</i> ' screen appears.
3.	<p>The Approving Official can key changes as follows:</p> <p>1. Cardholder Number Change Overwrites the Cardholder number to change temporary Cardholder numbers assigned by CPCS, to the permanent number issued by the CBC.</p> <p>2. Address Change Click on the "View Address" button to check cardholder address.</p> <p>Note: Addresses are found in CFS tables, not in the CPCS tables.</p> <p>3. Limit Change - Double click on the Single Purchase Limit field to display a list of values for a Single Purchase Limit.</p> <p>Note: The number must be a multiple of \$50.00, but less than \$100,000.00. If a limit is not specified, select the limit of \$2,500.00. However, the Single Purchase Limit presently, at most, is \$5,000.00.</p> <p>-Enter a 30 Day Limit of \$5,000.00 if no other limit is specified in the e-mail message from Approving Official.</p> <p>Note: This number must be a multiple of \$100.00, but less than \$999,900.00 and can not be less than the Single Purchase Limit. However, the 30 Day Limit presently, at most, is \$10,000.00 unless the Cardholder has a certificate of completion from the class in <u>Simplified Acquisition Procedure</u>. With this certificate, the 30 Day Limit may be increased to \$25,000.00.</p> <p>4. Status Change Select Card Status= Active = Lost = Stolen = Suspended = Canceled</p>

3.	<p>Continuation of Step 3</p> <p>Enter Effective Date of new status as "DD-MMM-YYYY"</p> <table> <tr> <th><u>Status</u></th><th><u>Valid Date</u></th></tr> <tr> <td>Active</td><td>Not before current date</td></tr> <tr> <td>Lost</td><td>Not after current date</td></tr> <tr> <td>Stolen</td><td>Not after current date</td></tr> <tr> <td>Suspended</td><td>Not before current date</td></tr> <tr> <td>Canceled</td><td>Not before current date</td></tr> </table> <p>5. Fiscal Year Change Enter Fiscal Year. This is the fiscal year in which the Cardholder receives their card.</p>	<u>Status</u>	<u>Valid Date</u>	Active	Not before current date	Lost	Not after current date	Stolen	Not after current date	Suspended	Not before current date	Canceled	Not before current date
<u>Status</u>	<u>Valid Date</u>												
Active	Not before current date												
Lost	Not after current date												
Stolen	Not after current date												
Suspended	Not before current date												
Canceled	Not before current date												
4.	<p>After all or some of the above changes are made, CPCS displays the ACCS code screen. In this screen, the Approving Official can make the following changes:</p> <p>1. Project Code Change Enters Project Code to describe source of funding for any Cardholder purchases.</p> <p>2. Object Class Change -Click on the Object Class field of the ACCS code, and enter new Object Class Code.</p> <p>-Click the "Previous" button to save changes and return to '<i>Cardholder Setup</i>' screen.</p> <p>Note: Cardholders can change or add a new ACCS code when they get access to the system.</p> <p>-Select ACCS Type from each ACCS code. One ACCS code should be set at a default value of "D."</p> <p>Note: The Cardholder can use more than one ACCS code, but only one can be the active, default code. Other valid values for this field include: B1, B2, B3. Cardholder may enter any 2 alphanumeric characters except for "C" and "ZZ".</p>												

4.	<p>Step 4 continued</p> <p>3. Start Date Change Enter Start Date for each ACCS code. This is the date the Cardholder is made active.</p> <p>4. End Date Change Enter last date of the current fiscal year in the <i>End Date</i> field.</p> <p>Note: After this date, no more Cardholder transactions will be accepted under this code. However, the Cardholder can extend the <i>End Date</i>.</p>
5.	The system will display the message: "Do you want to save the changes you have made?" Click on the "Yes" button to accept the changes.
6.	The system will display another message: "FRM-40400:Transaction complete:1 record applied and saved." Click on the "OK" button.
7.	Click on the <Exit> icon to exit the window.

IX.

Approve/Deny Transactions

9.1 Introduction

This procedure describes the process of reviewing, approving, and denying documents awaiting administrative approval.

9.2 Who Uses the Procedure

Designated Approvers will perform this procedure. However, an Approver can only access the documents awaiting his/her approval.

9.3 Window Used in Approve/Deny Transactions

The window used in this procedure is:
-WF002: Documents Requiring Approval

'Documents Requiring Approval' Window

Documents Requiring Approval (WF002)

Approving Official Exit

NOTES APVD DOCUMENT TYPE NUMBER TOTAL (\$) DATE REQUESTED REQUESTED BY

No

FRM-40350: Query caused no records to be retrieved.

Record: 1/1

STEP	ACTION
1.	<p>Before getting started, it is important to know that approving a document requires verifying the information in the document and choosing an approval option.</p> <p>Note: The system alerts an approver that there are documents awaiting approval by a message that appears when the Approving Official logs onto the system.</p>
2.	Click on Approving Official from the Main Menu. A drop down box appears. Click on Approve/Deny Transactions . The ' <i>Documents Requiring Approval (WF002)</i> ' screen appears.
3.	<p>Double click on the <i>PCARD Document Number Field</i> to review a specific document before approval. This will display a <u>read only</u> version of the '<i>Purchase Card ACCS (BC-606)</i>' window.</p> <p>Note: Each Approver will see a list of all documents awaiting his/her approval. The documents will be sorted by document type and by document number.</p>
4.	Review the Purchase Card fields in the ' <i>ACCS (BC-606)</i> ' window fields. Double click on the ACCS number to view each section of the code individually. Click on the "Cancel" button to return to the ' <i>ACCS (BC-606)</i> ' window.
5.	Click on the "Note" button to review the items ordered. Click on the "Add" button to add notes. Click on the "Prev" button to return to the ' <i>ACCS (BC-606)</i> ' window.
6.	Click on the <EXIT> icon to return to the WF002 window. To review additional documents, go back to Step 3.
7.	Click on the arrow in the <i>APVD</i> field. A drop-down box appears with "Yes" or "No" options.
8.	To approve a document, click on "Yes" in the drop-down box. Click the <SAVE> icon to send the document into the approval process.
9.	To disapprove a document, click on "No" in the drop-down box. Click the <i>Note</i> field and type the reason for disapproving the document. Click the "Ok" button to return to WF002 window or click the <SAVE> icon to return the document to the Cardholder.
10.	Click on the <EXIT> icon. A pop-up window appears asking, "Do you want to save the changes you have made?" Click on the "YES" button to return to the Main Menu.

X.

Resubmit Cardholder Request

10.1 Introduction

This procedure gives the Approving Official the ability to resubmit Cardholder request that have been denied.

10.2 Who Uses the Procedure

Approving Officials will perform this procedure.

10.3 Windows used in Resubmitting Cardholder Request

The windows used in this procedure are:

- Resubmit Cardholder Request Form (BC-618)*
- Cardholder Setup (BC-600)*
- Notes (BC-623)*

'Resubmit Cardholder Request' Window

BC618

Approving Official Exit

Resubmit Cardholder Request

Note	Cardholder	Account Number	AO Number	Single Purchase	30 Day Limit
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Note

FRM-40350: Query caused no records to be retrieved.
Record: 1/1

STEP	ACTION
1.	Click on Approving Official from the Main Menu. A drop down box appears. Click on Resubmit Cardholder Request . The 'Resubmit Cardholder Request Form (BC-618)' screen appears
2.	Select the desired Cardholder and double click on the name. The ' <i>Cardholder Setup (BC-600)</i> ' screen appears
3.	<p>The Approving Official can key changes as follows:</p> <ol style="list-style-type: none"> 1. Cardholder Number Change Overwrites the Cardholder number to change temporary Cardholder numbers assigned by CPCS, to the permanent number issued by the CBC. 2. Address Change Click on the "View Address" button to check cardholder address. <p>Note: Addresses are found in CFS tables, not in the CPCS tables.</p> <ol style="list-style-type: none"> 3. Limit Change - Double click on the Single Purchase Limit field to display a list of values for a Single Purchase Limit. <p>Note: The number must be a multiple of \$50.00, but less than \$100,000.00. If a limit is not specified, select the limit of \$2,500.00. However, the Single Purchase Limit presently, at most, is \$5,000.00.</p> <p>-Enter a 30 Day Limit of \$5,000.00 if no other limit is specified in the e-mail message from Approving Official.</p> <p>Note: This number must be a multiple of \$100.00, but less than \$999,900.00 and can not be less than the Single Purchase Limit. However, the 30 Day Limit presently, at most, is \$10,000.00 unless the Cardholder has a certificate of completion from the class in <u>Simplified Acquisition Procedure</u>. With this certificate, the 30 Day Limit may be increased to \$25,000.00.</p> <ol style="list-style-type: none"> 4. Status Change Select Card Status= Active <ul style="list-style-type: none"> = Lost = Stolen = Suspended = Canceled

STEP	ACTION
4.	<p>Step 4 continued</p> <p>3. Start Date Change Enter Start Date for each ACCS code. This is the date the Cardholder is made active.</p> <p>4. End Date Change Enter last date of the current fiscal year in the <i>End Date</i> field.</p> <p>Note: After this date, no more Cardholder transactions will be accepted under this code. However, the Cardholder can extend the <i>End Date</i>.</p>
5.	Click on the "Send for Approval Button."
6.	A message will be displayed: Sent to Procurement for approval. Click the "OK" button.
7.	The Main Menu appears.

XI.

Proxy Reconciliation

11.1 Introduction

This procedure allows the Approving Official to reconcile transactions on behalf of the Cardholder.

11.2 Who Uses the Procedure

The Approving Official uses this procedure.

11.3 Windows Used in Proxy Reconciliation

The windows used in this procedure are:

- Reconcile Transactions (BC-605)
- ACCS (BC-606)
- Accountable Property (BC-626)
- Cardholder Statement of Questioned Items (BC-605)
- Review All Notes (BC-623)
- Purchase Card Order Log (BC-615)

'Reconcile Transactions' Window

Reconcile Transactions (BC-605)

Approving Official Exit

Reconcile Transactions

Cardnumber: 1 of card

Note	Trans No.	Purchase Date	Vendor	Amount	SIC Code	Prop.	Date Received	Ok?	Matched Dispute No.
<input type="checkbox"/>						<input type="checkbox"/>			
<input type="checkbox"/>						<input type="checkbox"/>			
<input type="checkbox"/>						<input type="checkbox"/>			
<input type="checkbox"/>						<input type="checkbox"/>			
<input type="checkbox"/>						<input type="checkbox"/>			
<input type="checkbox"/>						<input type="checkbox"/>			
<input type="checkbox"/>						<input type="checkbox"/>			

Reference No:

Order Log Note Unmatch Dispute View Dispute ACCS Property

FRM-40735: WHEN-NEW-BLOCK-INSTANCE trigger raised unhandled exception VALUE_ERROR.
Record: 1/1

11.4

Reconciling Transactions Process

STEP	ACTION
1.	Click on Approving Official from the Main Menu. A drop down box appears. Click on Proxy Reconciliation and the ' <i>Reconcile Transactions (BC-605)</i> ' window appears.
2.	Click on the <i>Date Received</i> field for the transaction to be reconciled. Type the date the items were received. Note: If no date is entered in this field, it will automatically populate with the date entered in the <i>Date Delivered</i> field for the matching entry in the ' <i>Purchase Card Order Log (BC-615)</i> ' window...after matching this transaction to the order entry.
3.	Verify, modify, or split the ACCS. Note: The transaction is automatically charged to the default ACCS, unless the ACCS is modified or split.
4.	Enter accountable property information, if applicable. Note: All transactions charged to an ACCS, with an Object Class Code that begins with 31, are the result of a purchase of accountable property.
5.	Click on "N" (not reconciled) in the <i>OK?</i> field. The 'Status Codes' window appears. Click on "Reconciled." Click on the "OK" button.
6.	A pop-up screen appears: "Please select the corresponding item from the Purchase Log." Click on the "OK" button and the ' <i>Purchase Card Order Log (BC-615)</i> ' window appears.
7.	Click on the order log entry that matches the reconciled transaction. Note: If more than one order log entry needs matching, match the first one at this time.
8.	Click on the "Match to Transaction" button. A pop-up appears: "Are you sure you want to match this log entry to the transaction being reconciled? Click on the "Yes" button.
9.	A pop-up screen appears: "Log entry matched to (transaction number): Description Note Created." Click on the "OK" button. Another pop-up window appears: "Database apply complete: 1 records applied, click on the "OK" button. The ' <i>Reconcile Transaction (BC-605)</i> ' window reappears.
10.	If a transaction needs to be matched to more than one order log entry, click on the "Order Log" button at the bottom of the ' <i>Reconcile Transactions (BC-605)</i> ' window. The ' <i>Purchase Card Order Log (BC-615)</i> ' window appears.

STEP	ACTION
11.	<p>Click on the <Exit> icon to return to the '<i>Reconcile Transactions (BC-605)</i>' window. A pop-up window appears: "Do you want to apply the changes you have made?" Click on the "Yes" button. A second pop-up window appears: "Transaction complete: (#) records applied and saved." Click on the "OK" button.</p> <p>Note: The Approving Official should place a note on the transactions indicating why the AO reconciled on behalf of the Cardholder. Click on the "Note" button to enter the desired message.</p>
12.	Click on the <Exit> icon to return to the Main Menu.

XI1.

Reports

12.1 Introduction

This procedure allows the Approving Official to print reports by the Participating Division (this number is the first six digits of the CAMS ORG Code) or print Purchase Card Statements.

12.2 Who Uses the Procedure

The Approving Official uses this procedure.

12.3 Windows Used in Report Printing

The windows used in this procedure are:

-Approving Official Purchase Card Statement (BC-702)

-Listing Of Purchase Card Transactions by Participating Division (BC-710)

'WINDOW0' Window

The screenshot shows a Windows-style application window titled 'WINDOW0'. The window has a menu bar with 'Approving Official' and 'Exit'. Below the menu bar is a toolbar with a single icon. The main area contains several input fields for report parameters:

Purch Date From:	<input type="text"/>	Purch Date to:	<input type="text"/>
Post Date From:	<input type="text"/>	Post Date to:	<input type="text"/>
Project From:	<input type="text" value="0000000"/>	Project to:	<input type="text" value="9999999"/>
Transaction From:	<input type="text"/>	Transaction to:	<input type="text"/>

Below these fields are two more rows of input fields:

Part Division From:	<input type="text" value="00-00-0000"/>
Part Division to:	<input type="text" value="99-99-9999"/>

At the bottom of the window are two buttons: 'Run Report' and 'Cancel'.

The taskbar at the bottom shows the 'Start' button, a taskbar button for 'Commerce We...', and the 'WINDOW0' window icon.

12.4

Report Printing Process

STEP	ACTION
1.	Click on Approving Official from the Main Menu. A drop down box appears. Click on Reports/Approving Official Purchase Card Statement (BC-702) or Reports/Listing of Purchase Card Transactions by Participating Division (BC-710) . The 'WINDOW0' window appears.
2.	Type the beginning date of the range of transactions to be covered in the reports in the <i>Purch Date From</i> field and in the <i>Post Date From</i> field .
3.	Type the end date of the range of transactions to be covered in the report in the <i>Purch Date To</i> field and in the <i>Post Date To</i> field.
4.	The <i>Project From</i> field and the <i>Project To</i> field will be auto populated.
5.	Type the beginning and ending range of transaction numbers to be covered in the report in the <i>Trans From</i> field and in the <i>Trans To</i> field.
6.	The <i>Part Division From</i> field (based on the ORG Code) and the <i>Part Division To</i> field (based on the ORG Code) will be auto populated.
7.	Click on the "Run Report" button at the bottom of the window. The resulting report appears on the screen.
8.	Click on the "Print" button at the top of the report. A 'Print' pop-up screen appears. Click on the "OK" button.
9.	Click on the "Close" button to return to the Main Menu.

XIII.

Messages

- 13.1 Introduction** This procedure describes how to retrieve and delete messages in CPCS.
- 13.2 Who Uses the Procedure** The Approving Official uses this procedure.
- 13.3 Window Used in Retrieving Messages** The window used in this procedure is:
-*Message Retrieval Screen (WF003)*

'Message Retrieval' Window

Message Retrieval Screen (WF003)

Approving Official Exit

MESSAGE FROM	TITLE	PHONE	DATE
TEXT			
TEXT			
TEXT			
TEXT			
TEXT			
TEXT			
TEXT			
TEXT			

Start WordPerfect 9 ... Commerce We... Message Retr... Ecom

13.4

Message Retrieval Process

STEP	ACTION
1.	Click on Approving Official from the Main Menu. A drop down box appears. Click on Messages . The ' <i>Message Retrieval Screen (WF003)</i> ' window appears.
2.	Read the messages that appear.
3.	<p>Highlight the message to be deleted and click on the <Delete> icon from the Main Menu to delete a message.</p> <p>Note: If you do not delete messages, they will remain.</p>
4.	Click on the <Save> icon to save any changes. Click on the <Exit> icon to return to the Main Menu.

XIV.

Glossary

Accountable Property - is any personal property, tangible or intangible, (see definition of property) that is classified as sensitive or that has an original total acquisition cost of \$5,000 or more.

Accounting Classification Code Structure (ACCS) - Accounts to which accounting transactions are charged. The ACCS consists of the following elements: Bureau, Fiscal Year, Project, Task, Fund Code, Program, Organization, Object Class and User Defined (for future use). Users, however, are only responsible for keying in the following elements of the code: Fiscal Year, Project, Task, Organization Code and Object Class. All of the other elements are derived and automatically populated by the system.

Commerce BankCard Center (CBC) - provides the Department of Commerce with the day-to-day operation and administration of the Commerce Purchase Card program.

Mandatory Sensitive Personal Items - includes firearms, digital cameras, video cameras, televisions, photocopy machines, multi-purpose fax/printer/copy machines, facsimile machines, and video cassette players and recorders. Also included are automatic data processing equipment, which includes personal computer systems (desktop and tower), laptop, notebook, hand-held computing devices, external modems, external disk drives including CD and DVD drives, all external printers (other than label printers), desktop and floor stand plotters, desktop and hand-held scanners, graphic tablets, and global positioning satellite receivers. Other items can be added and the list can be revised.

Property - is anything that may be legally owned.

- Real property is land and improvements to the land such as buildings and structures.
- Property that becomes an integral part of a building such as heating and air conditioning units are also considered to be real property.
- Personal property is anything tangible that is not real property other than records of the Federal government, naval vessels, cruisers, aircraft carriers, destroyers, and submarines (FPMR 101-43.001-23).
- Intellectual property is intangible property such as a copyright, trade secret or a patent.
- Financial property is an instrument such as a stock or bond.

Query - A search for information.

Reconciling - The process whereby cardholders review purchase card transactions daily and record accounting, procurement, and property information. The cardholder will reconcile the transaction by marking it with an "R" for reconciled or "D" for dispute. The reconciliation process also includes reconciling a credit with and without a disputed transaction and swept transactions.

Sole Source Justification - A statement indicating why the buyer purchased the item from a particular vendor without getting bids. This is necessary only when purchasing non-furniture items priced at \$2,500 or greater. This rule also pertains to GSA-scheduled items.

Swept (Sweep) - A transaction will be swept by the system if: 1) the cardholder has not reconciled it within approximately 22 calendar days after the Commerce Department received the transaction from the bank or 2) the cardholder has reconciled it, but the cardholder's supervisor has not yet approved the transaction within approximately 22 calendar days after the Commerce Department received the transaction from the bank. A special Sweep may also be run at fiscal year-end to ensure that year-end obligations are recorded for all appropriate bankcard transactions.

The sweeping process places these transactions into the Core Financial System (CFS) for payment. The transactions are charged to the default ACCS unless the cardholder specifies a different ACCS (even if the transaction is waiting for the approval of the cardholder's supervisor).

The cardholder still must reconcile swept transactions (they appear in the 'Reconcile Transaction (BC-605)' window as an "S"). The user may add accountable property information, charge the transaction to another ACCS, and add notes. A new ACCS and other changes made after a transaction has been swept won't take effect until the cardholder's supervisor approves the transaction. The cardholder's supervisor must approve the transaction whether or not any changes are made.

